

National Aeronautics and Space Administration  
Headquarters  
Washington, DC 20546-0001



August 27, 2012

Reply to Attn of:

Human Exploration and Operations Mission Directorate

TO: Distribution

FROM: Associate Administrator for Human Exploration and Operations

SUBJECT: Call for Space Flight Awareness (SFA) Program Honoree Nominations –  
TDRS-K launch

The SFA Program, a NASA employee motivation and recognition program, will host a special honoree event in conjunction with the Space Communications and Navigation (SCaN) Program TDRS-K launch, currently targeted for December 6, 2012. This SFA event is scheduled for December 5-7, 2012, at the Kennedy Space Center (KSC), Florida.

As part of this employee motivation and recognition program, HEOMD will honor employees who have performed exemplary work in support of human spaceflight. Selected honorees will be awarded:

- Recognition at the SFA Honoree Award Ceremony
- SFA honoree award and certificate
- Tour of KSC
- VIP Viewing of the TDRS-K launch

Honoree activities are currently estimated to last three days.

The SFA Honoree Award is one of the highest and most prestigious awards available to employees of the NASA/industry human spaceflight team. Only 130 awards have been allocated and nominees may be from any NASA Center or partner installation that supports the human spaceflight program. Nominees may include civil servants, contractors, international partners or military personnel.

Nominations should be no longer than one page in length and should be submitted using the SFA Nomination Form (enclosed). Justifications should clearly illustrate how the nominee met one or more of the SFA honoree selection criterion (enclosed).

Travel funds must be provided by each honoree's respective organization. Each honoree is permitted to bring one guest; however, guest travel expenses will not be paid for using government funds.

Please submit your nominations to your local SFA panel member by close of business September 14, 2012.

Thank you for your continuing support in helping to motivate and recognize our workforce for their role in promoting astronaut safety and mission success.



William H. Gerstenmaier

2 Enclosures

Distribution:

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Chief Technologist/Dr. Peck  
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Inspector General/Mr. Martin  
Associate Administrator for Communications/Mr. Weaver

## **SPACE FLIGHT AWARENESS HONOREE SELECTION CRITERIA**

Employees must have significantly contributed to the human space flight program to ensure flight safety and mission success. Potential awardees must meet one or more of the following criteria:

- A. Significantly contributed beyond his or her normal work requirements to the development and implementation of human spaceflight programs while ensuring quality and safety.
- B. Performing a single specific achievement which contributed towards attaining a particular program goal.
- C. Contributed to one or more major cost saving/cost avoidance.
- D. Has been instrumental in developing hardware, software, materials, process or operational improvements that increase reliability, efficiency, or performance.

THE SFA HONOREE AWARD IS NOT INTENDED FOR SUPERVISORS AND MANAGERS AT THE BRANCH CHIEF LEVEL AND ABOVE OR EQUIVALENT LEVELS WITHIN INDUSTRY. THIS AWARD MAY NOT BE PRESENTED TO AN HONOREE BUT ONCE.



National  
Aeronautics and  
Space  
Administration

# Space Flight Awareness Award Nomination



AWARD		NAME/TEAM			E-MAIL	
CURRENT JOB TITLE		GRADE	LOCATION	<input type="checkbox"/> CIVIL SERVANT	<input type="checkbox"/> CONTRACTOR/COMPANY _____	
SUGGESTED CITATION <i>(For Team, Snoopy and Honoree Awards Only - two or three sentences.)</i>						
JUSTIFICATION <i>(Please read criteria carefully and be very specific as to what this person has done in support of NASA's Space Program.)</i>						
NAME AS IT SHOULD APPEAR ON CERTIFICATE: _____						
SUBMITTED BY: _____		BRANCH/DIVISION LEVEL MANAGEMENT		SIGNATURE: _____	DATE: _____	
APPROVED BY: _____		DIRECTORATE LEVEL SIGNATURE OR CONTRACTOR MANAGEMENT FOR CONTRACTOR		SIGNATURE: _____	DATE: _____	

### Team Award Nominations

Nomination of the following individuals or team members:  
(NOTE: Use additional pages as necessary for teams of more than 20 individuals)

(NOTE: Use additional pages as necessary for teams of more than 20 individuals)

[illegible]

NAME OF TEAM	POINT OF CONTACT